
CONTROLLED SUBSTANCE POLICY

PURPOSE

To comply with State and Federal regulations regarding procurement, storage, accountability, administration and destruction of controlled substances utilized by paramedic agencies without a medical director utilizing the ICEMA Medical Director's DEA number to obtain controlled substances.

For the ALS pre-hospital provider agencies not participating in this program, the logs and tracking mechanisms enclosed may be utilized at your discretion.

Each ALS provider in the ICEMA Region must provide ICEMA with a copy of their internal policy for their Controlled Substance Program.

All providers should obtain a copy of "*Physicians Manual---An Informational Outline of the Controlled Substances Act of 1970*" (Revised March 1990). Copies can be ordered through the Riverside DEA office (951) 328-6200 or (951) 328-6201.

PROCEDURE

Daily Log

1. All controlled substances stored on an ALS unit shall be counted each day or shift.
2. The paramedic who is accepting responsibility (coming on duty) for the controlled substance shall examine the controlled substance for signs of damage, expiration date and document in the appropriate place on the Daily Log.
3. The paramedic relinquishing responsibility will co-sign in the indicated area. If a paramedic is on duty longer than twenty-four hours, the co-signer on the subsequent days shall be another paramedic or a superior (either a fire captain or field supervisor).
4. If a controlled substance is used or wasted during the shift, the following must be noted on the Daily Log:
 - a. Name of patient
 - b. Time of incident
 - c. Patient care report incident number
 - d. Name of paramedic administering controlled substance
 - e. Amount of medication given and amount wasted
5. The **original** Daily Log shall be sent to ICEMA on a monthly basis with copies of each patient care report utilizing controlled substances.
6. A **photocopy** of the Daily Log will be maintained by the ALS provider agency for two years.

Monthly Log

1. All controlled substances stored in an agency safe must be counted and the lot number of all medications must be documented:
 - a. At the beginning of every month
 - b. Whenever a controlled substance is removed from the safe
 - c. Whenever a controlled substance is placed into the safe
2. The designated controlled substance coordinator shall coordinate the replacement/removal procedures for controlled substances from their inventory.

3. When a controlled substance is replaced, the following must be noted on the Monthly Log:
 - a. Name of patient
 - b. Time and date of incident
 - c. Patient care report incident number
 - d. Amount of medication given and wasted
 - e. Signature of paramedic replacing controlled substance
4. The designated controlled substance coordinator /designee will co-sign for all replacements.
5. The designated controlled substance coordinator /designee signature indicates:
 - a. The paramedic completed the form.
 - b. The dose given and the amount wasted on the patient care report agree with the information on the log.
 - c. The dispensed controlled substance was given to the paramedic and placed into the ALS unit drug box and secured with a double locking device.
6. The original Monthly Log shall be sent to ICEMA each month.
7. A photocopy of the Monthly Log will be maintained by the ALS provider agency for two years.

Storage of Controlled Substances

1. Agency Safe must have a double locking mechanism and be maintained at the physical location listed on the DEA Controlled Substance Registration Certificate.
2. Access to the Agency Safe shall be limited to the designated controlled substance coordinator/designee.
3. Controlled substances stored on ALS Units must have a double locking mechanism with access to the controlled substance limited to the assigned paramedic.

Documentation of Damaged or Expired Controlled Substances

1. The designated controlled substance coordinator/designee shall be notified immediately when a controlled substance has been damaged or expired.
2. An explanation of the event must be documented on the appropriate log.
3. A written explanation of the event shall be sent to the ICEMA with the Daily and Monthly Logs on agency letterhead.

ALS Agency Participation in the ICEMA Controlled Substance Program

1. A written request should be sent to ICEMA requesting participation in this program approximately three months prior to expected start date. This written request should include:
 - a. Name of the designated controlled substance coordinator who will be responsible for the ALS agency controlled substance program
 - b. Copy of internal policy for Controlled Substance Program adherence
 - c. Address of where the supply of controlled substances will be stored. This address will be listed on the DEA registration certificate.
 - d. Name and address of vendor where controlled substances will be ordered
2. A *Controlled Substance Registration Certificate* and 222 order forms will be issued directly to the ALS agency provider by the DEA. Upon receipt, the ALS provider must immediately surrender to ICEMA the 222 forms as well as a copy of the *Controlled Substance Registration Certificate*.
3. To order Morphine Sulfate, a letter on Agency letterhead signed by the designated controlled substance coordinator will be sent to ICEMA listing the amount of morphine to be ordered. ICEMA will be responsible for completing the 222 Form and obtaining the signature of the Public Health Officer.
4. An ALS agency provider may order Midazolam directly through the identified vendor.

5. ICEMA will send an authorization letter to the identified vendor indicating the request for an ALS agency to purchase controlled substances.
6. ICEMA must be notified in writing if the ALS provider agency chooses to change vendors.
7. ICEMA must be notified in writing when there is a change in the designated controlled substance coordinator/designee.
8. The designated controlled substance coordinator/designee shall be notified immediately when a controlled substance shipment arrives. If the coordinator is unavailable the shipment may be signed for by an employee of the ALS provider agency upon arrival and immediately stored in a secure area. The shipment should be inspected for broken or compromised products.
9. If a product appears broken, damaged or compromised in any way, return it to the vendor along with **DEA Form 106** (Report of Theft or Loss of Controlled Substance) in quadruplicate. Forward the original and duplicate to the Riverside DEA office, **Attention: Lisa Young, within forty-eight hours of occurrence**. Retain the triplicate copy for your records and forward the quadruplicate copy to ICEMA.
10. The disposal of damaged or compromised controlled substances should be preformed as directed by the vendor.
11. Agencies may not borrow controlled substances without prior authorization from the ICEMA Medical Director.
12. The ICEMA Medical Director may initiate an investigation into an ALS provider agency controlled substance program at any time.

APPROVED:

ON FILE

ICEMA Medical Director Date

ON FILE

ICEMA Executive Director Date